

# Equipment Maintenance

Last Modified on 12/15/2025 11:52 am PST

**Pathway:** *Operations > Equipment Maintenance*

**Equipment Maintenance** is used to track and record the maintenance schedules and progress for trucks and equipment. Setup is required in *Setup > Operations > Equipment Maintenance* to accurately maintain maintenance records. To load the screen, select the refresh icon to the right of the Search bar.

EQUIPMENT MAINTENANCE													OPERATIONS > EQUIPMENT MAINTENANCE		
By Equipment		By Order													
DIVISION		LINE OF BUSINESS		TYPE	STATUS		ASSIGNED TO		NEXT SCHEDULED MAINTENANCE DATE						
QAWASTE		Commercial		Truck	All		All		All				<div><div></div><div>Search</div><div></div><div></div></div>		
EQUIPMENT NAME ↑		DIVISION	LINE OF BUSINESS	ODOMETER	ENGINE HOURS	PTO HOURS	LAST VEHICLE INSPECTION	PENDING UNSCHEDULED MAINTENANCE	PENDING SCHEDULED MAINTENANCE	MAINTENANCE IN PROGRESS		MAINTENANCE COMPLETED	TODAY'S ROUTE	NEXT ROUTE	
151		QAWASTE	Commercial	36,099 11/7/25	157 2/27/25		11/7/25	+	1	Unscheduled is 889 days past due			1		
DOCT1		QAWASTE	Commercial	100 11/7/25			11/6/25	+	1	Unscheduled due in 50 days				DOC COM 101 (Scheduled)	DOC COM 101 (12/18/2025)
DTRUCK		QAWASTE	Commercial	69,856 10/2/25			9/23/25	+							LA 102 (12/16/2025)
LA-2		QAWASTE	Commercial	53,000 10/10/25			10/10/25	+							

## Field Descriptions

The **Equipment Maintenance** screen includes **By Equipment** and **By Order** tabs, with filters and fields adjusting according to the selected tab.

Field	Description
Filters	
Division	Option to filter the equipment that displays on the screen based on the division it belongs to.
Line of Business	Option to filter what displays on the screen by the Line of Business.
Type	Filters the screen to either display only trucks, or only equipment.
Status	Filters the screen to one of the following options: <ul style="list-style-type: none"><li>All</li><li>Repairs Needed</li><li>Equipment Maintenance In Progress</li><li>Equipment Maintenance Due</li></ul>
Assigned To	Option to filter the screen to only display trucks/equipment assigned to a specific user.
Next Scheduled Date	Only on the <b>By Equipment</b> screen, this filter organizes maintenance orders by next maintenance date: <b>All, Past Due, 1–7 Days, 8–14 Days, More than 14 Days.</b>
Excel Icon	Option to export what is currently being viewed.

By Equipment - Field Descriptions	
Equipment Name	Shows the name of the equipment being serviced. Click the <b>expand</b> icon to see a summary of open maintenance orders.
Division	Displays the name of the division the equipment belongs to.
Line of Business	Displays the line of business the equipment belongs to.
Odometer	Shows the latest odometer reading. Clicking the date displays the history with timestamps and the recording user.
Engine Hours	Shows the latest engine hours reading. Clicking on the date displays the history with timestamps and the recording user.
PTO Hours	Displays the truck's PTO (Power Take Off) hours and is part of the calculations to determine a truck's next service date.
Last Vehicle Inspection	Shows the date of the most recent vehicle inspection. Clicking it displays the inspection results.
Pending Non-Scheduled Maintenance	Shows a count of all unscheduled maintenance orders with a status of <b>Open</b> , <b>In Progress</b> , or <b>On Hold</b> .
Pending Scheduled Maintenance	Shows a count of all scheduled maintenance orders with a status of Open, In Progress or On Hold.
Maintenance In Progress	Displays a count of all scheduled and unscheduled maintenance orders with a status of In Progress.
Maintenance Completed	Displays a count of all scheduled and unscheduled maintenance orders with a status of Completed.
Today's Route	Shows the route name and current status of the route for the current day.
Next Route	Shows the name and date of the truck's upcoming route assignment.
By Equipment - Field Descriptions	
Order ID	Displays the maintenance order ID.
Equipment Name	Displays the name of the equipment.
Type	Displays if the maintenance was scheduled or unscheduled.
Source	Displays the source of how the maintenance order was created.
Target Date	Displays the <b>Target Date</b> entered by the user who created the ticket, indicating when the maintenance is expected to be completed.
Division	Displays the name of the division the equipment belongs to.
Line of Business	Displays the line of business the equipment belongs to.
Status	Displays the current status of the maintenance order, recorded on the Details tab.

Assigned To	Displays the name of the technician, or worker assigned to the maintenance order.
-------------	---

## Create Equipment Maintenance Order - Operations

Select the **Add** icon from the row of the truck the maintenance order is intended for and the 'Add Equipment Maintenance Order' popup editor will display.

The screenshot displays the 'EQUIPMENT MAINTENANCE' interface. At the top, there are tabs for 'By Equipment' and 'By Order'. Below these are filters for 'DIVISION' (QAWASTE), 'LINE OF BUSINESS' (Commercial), 'TYPE' (Truck), 'STATUS' (All), 'ASSIGNED TO' (All), and 'NEXT SCHEDULED MAINTENANCE DATE' (All). A table lists equipment with columns: EQUIPMENT NAME, DIVISION, LINE OF BUSINESS, ODOMETER, ENGINE HOURS, PTO HOURS, LAST VEHICLE INSPECTION, PENDING UNSCHEDULED MAINTENANCE, PENDING SCHEDULED MAINTENANCE, MAINTENANCE IN PROGRESS, and MAIN COM. Two rows are visible: one for truck 151 and another for DOCT1. A red box highlights the green '+' icons in the 'PENDING UNSCHEDULED MAINTENANCE' column for these rows. An 'ADD EQUIPMENT MAINTENANCE ORDER' popup is open, showing fields for TRUCK (151), MAINTENANCE PLAN (Unscheduled), STATUS, and TARGET DATE. It also displays 'Current Equipment Details' for Plate: GNV3838, Odometer: 36,099 miles, and Engine Hours: 157.00. The popup has tabs for Detail, Labor, Parts & Supplies, Attachments, and Photos, and a 'SAVE' button at the bottom.

## Add Equipment Maintenance Order

### Detail Tab

The **Details** tab records why the maintenance order is required and provides options to manage its status and set a targeted completion date.

**ADD EQUIPMENT MAINTENANCE ORDER**

TRUCK: DOCT1

MAINTENANCE PLAN:

STATUS:

TARGET DATE:

Current Equipment Details  
 Plate: 999 AAA  
 Odometer: 100 miles

Detail Labor Parts & Supplies Attachments Photos

NOTE

1. Select the **Maintenance Plan** that applies. Maintenance plan setup can be reviewed here: [Maintenance Plan](#)
2. Select the **Status** of the maintenance order.
3. Enter a **Target Date** maintenance is expected to be complete.
4. Add any **Notes** that may apply.
5. Click **Save** when finished.

## Labor Tab

The **Labor** tab records the work code, what was accomplished, and the technician who completed the maintenance.

**ADD EQUIPMENT MAINTENANCE ORDER**

TRUCK: DOCT1

MAINTENANCE PLAN:

STATUS:

TARGET DATE:

Current Equipment Details  
 Plate: 999 AAA  
 Odometer: 100 miles

Detail Labor Parts & S

+

ASSIGNED TO STATUS

**ADD EQUIPMENT MAINTENANCE ORDER WORK CODE**

STATUS:

WORK CODE:

WORK ACCOMPLISHED CODE:

ASSIGNED TO:

DATE:

NOTE

1. Select the **Labor** tab and click on the **Add icon** to open the **Add Equipment Maintenance Order Work Code**.
2. Select the current **Status** that applies for the work code.
3. Select the **Work Code** being added to the Labor tab. Work Code Setup can be reviewed here: [Work Codes](#)
  - The **Work Accomplished Code** can be added after maintenance is complete. Work Accomplished Code Setup can be reviewed here: [Work Accomplished Code](#)
4. Select who the work will be completed by in the **Assign To** field.
5. Enter a **Date**.
6. Add any **Notes** that may apply.
7. Click **Save** when finished.

## Parts & Supplies Tab

The **Parts & Supplies** tab keeps record of the parts or supplies used during the maintenance.

The screenshot displays the 'ADD EQUIPMENT MAINTENANCE ORDER' form. The 'Parts & Supplies' tab is selected and highlighted with a red box. Below this tab, the 'ADD EQUIPMENT MAINTENANCE ORDER PARTS' form is visible. This sub-form includes the following fields and sections:

- EQUIPMENT SYSTEM**: A dropdown menu with a clear button (X).
- PART / SUPPLY**: A dropdown menu.
- QUANTITY**: A text input field.
- NOTE**: A rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, text color, background color, bulleted list, numbered list, indent, and outdent.
- SAVE**: A green button at the bottom right.

1. Select the **Parts & Supplies** tab and click on the **Add icon** to open the **Add Equipment Maintenance Order Parts**.
2. If an **Equipment System** applies, select it from the drop down. Equipment System Setup can be reviewed here: [Equipment System](#)
3. Select the **Part / Supply** from the drop down list. Parts and Supplies can be reviewed here: [Parts and Supplies](#)
4. Enter the **Quantity** of the part or supply. Example, if 6 tires are needed, enter a 6.
5. Add any **Notes** that may apply.
6. Click **Save** when finished.

## Attachments Tab

The **Attachments** tab is used to add supporting files, such as purchase receipts, to the maintenance order.

**ADD EQUIPMENT MAINTENANCE ORDER**

TRUCK: DOCT1

MAINTENANCE PLAN:

STATUS:

TARGET DATE:

Current Equipment Details  
Plate: **999 AAA**  
Odometer: **100 miles**

Detail Labor Parts & Supplies **Attachments** Photos

**ADD ATTACHMENT**

ADD ATTACHMENT  **BROWSE...**

**UPLOAD**

**SAVE**

## Photos Tab

The **Photos** tab is used to attach relevant images, such as photos of discovered issues or damage and completed work, to the maintenance order.

**ADD EQUIPMENT MAINTENANCE ORDER**

TRUCK: DOCT1

MAINTENANCE PLAN:

STATUS:

TARGET DATE:

Current Equipment Details  
Plate: **999 AAA**  
Odometer: **100 miles**

Detail Labor Parts & Supplies Attachments **Photos**

**ADD PHOTO**

ADD PHOTO  **BROWSE...**

DESCRIPTION:

**UPLOAD**

## Create Equipment Maintenance Order - Dispatch

When a driver fails an equipment item during a vehicle inspection, you can create a maintenance order directly from Dispatch by opening the inspection results and selecting the **Add** icon in the Vehicle Inspection Results

window.

The screens and process for creating an equipment maintenance work order from Dispatch are the same as when creating a work order from the *Operations > Equipment Maintenance* screen.

The screenshot displays the DISPATCH software interface. At the top, there's a header with 'DISPATCH' and navigation options. Below this, a route list is shown for 'QAWASTE > Commercial > Friday Dec 12, 2025'. A red box highlights the 'POST TRIP' column, showing a time of '12:33 pm'. Overlaid on the interface are two windows. The first is 'TRUCK DOCT1 - 12/12/2025 VEHICLE INSPECTION RESULTS', which lists various inspection items like 'Backup Camera Functional', 'Instruments and Gauges', 'License Plate(s) and Registration', 'Lights and Reflectors', 'Tires, Wheels, and Rims', 'Vehicle Damage', and 'Windshield Wipers'. The second window is 'ADD EQUIPMENT MAINTENANCE ORDER', which contains fields for 'TRUCK' (DOCT1), 'MAINTENANCE PLAN' (Unscheduled), 'STATUS', and 'TARGET DATE'. It also has tabs for 'Detail', 'Labor', 'Parts & Supplies', 'Attachments', and 'Photos', and a 'NOTE' section with a text area and a 'SAVE' button.

## Related Articles

- [Equipment Maintenance - Equipment System](#)
- [Equipment Maintenance - Work Code](#)
- [Equipment Maintenance - Work Accomplished Code](#)
- [Equipment Maintenance - Parts and Supplies](#)
- [Equipment Maintenance - Maintenance Plan](#)